



## TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; [info@emmitsburgmd.gov](mailto:info@emmitsburgmd.gov)

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# REQUEST FOR PROPOSAL

## RE: EMMITSBURG BATHHOUSE REHABILITATION

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified contractors for the rehabilitation of the Community Pool Bathhouse.

All sealed bids must be received by 4:00 pm on Thursday May 3, 2018. Bids should be submitted to 300A South Seton Avenue Emmitsburg MD 21727. Proposals will not be accepted via email. **Please boldly note on any mailed proposals “Bath House Bid, Do Not Open.”**

Please direct any questions to Maddy Shaw, Town Clerk, at (301) 600-6300 or by email at [mshaw@emmitsburgmd.gov](mailto:mshaw@emmitsburgmd.gov).

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### I. OUTLINE OF RFP

This RFP consists of the following seven (7) parts:

- Part 1: Outline of RFP
- Part 2: Background
- Part 3: Scope of Work
- Part 4: Submittal Requirements
- Part 5: Evaluation Criteria and Process
- Part 6: Proposed Timeline
- Part 7: Miscellaneous Information
- Exhibit A: Photos on Interior

### II. BACKGROUND

The Town of Emmitsburg (“Town”) is soliciting proposals from qualified contractors for the rehabilitation of the Emmitsburg Community Pool Bathhouse (“Bathhouse”) located at 201 West Lincoln Avenue Emmitsburg Maryland to include plumbing and electrical work. The 45+ year old Bathhouse is owned by the Town and is a single story building with approximately 2,720 square feet in size. In 2017 the Town received grant money to replace the pool with a brand new American with Disabilities Act (ADA) compliant pool. Continuing in the Town’s work, the Town would like to update the Bathhouse and make the bathhouse ADA compliant too.

**Contractors please note that the Town anticipates funding this project through a grant. Completion of the project is contingent upon grant funding, and the Town will not know if grant funding was received until late fall 2018.**

The Bath House features five (5) total areas: front desk area, men's bathroom, women's bathroom, lifeguard break room, and concession stand. The largest rooms in the bathhouse are the men's restroom and women's restroom. The Town anticipates the majority of the rehab occurring in these two rooms. In all, the rooms currently have the following...

A. Men's Restroom

- a. Three (3) sinks with mirrors
- b. Two (2) urinals
- c. Three (3) wooden restroom stalls with toilets (1 larger, 2 regular size)
- d. One (1) communal shower
- e. One (1) bench
- f. One (1) exhaust fan
- g. Ten (10) light fixtures

B. Women's Restroom

- a. Three (3) sinks with mirrors
- b. Four (4) wooden restroom stalls with toilets (1 larger, 3 regular size)
- c. Four (4) showers
- d. Four (4) changing rooms
- e. One (1) bench
- f. One (1) exhaust fan
- g. Nine (9) light fixtures

C. Front Desk Area

- a. One (1) counter
- b. Four (4) full wall shelving units

D. Lifeguard Break Room

- a. One (1) sink

E. Concession Stand

- a. One (1) sink

### III. SCOPE OF WORK

All bids must meet and/or exceed the requirements contained herein. The below scope of work is a general explanation of the work the Town would like to see completed. The Town is open to other recommendations. The contractor shall provide all permits for construction. All work must be completed with ADA compliance. Photos of the current structure can be found under Exhibit A. Rehabilitation work should include the following, but is *not* limited to...

**A.) Demolition and Debris Removal:** The demolition of the communal shower in the men's restroom, which is made of concrete blocks. Other demolition as needed. The shelving units in the front desk area will need to be removed and re-placed with new shelves.

**B.) Painting:** The interior surfaces of the existing structure needs to be painted. Wall surfaces will require varying levels of work. The mandatory site visit will help contractors determine the scope of the work. Some areas, such as the women's showers, have peeling paint that will need to be scrapped before painting. There are a few areas in the ceiling beams that need painting as well. The contractor will provide the paint.

**C.) Plumbing:** Plumbing work will be needed to add four (4) new individual (not communal) showers in the men's restroom with new shower fixtures. All the sinks in the building will need to be replaced with new sinks (five total sinks). New shower fixtures will be needed in the women's restroom. All toilets and urinals will need to be replaced (seven total toilets, two urinals).

**D.) Electrical Work:** All new light fixtures are needed in every room. There are approximately 18 light fixtures that need replacement. New exhaust fans are needed in each restroom for shower steam. The Town is *considering* the addition of ceiling fans in each room.

**E.) Flooring:** Currently the flooring is a painted slip-proof concrete floor. The Town would like to do floor touch-ups as needed.

**F.) New Stalls:** The old stalls in the restrooms should be removed (around toilets) and around the women's changing room. New stalls should be added for changing rooms in each restroom and for the toilet area. At least one stall should be handicap accessible.

**G.) Misc. Interior Renovations:** There is a large painted metal beam that goes down the middle of both the men and women's restroom. The beam is rusting and needs the rust removed and the beam needs re-painting.

*Note:* There will be a **MANDATORY** pre-proposal site visit for all contractors submitting proposals to the Town. Drawings of the current structure will be provided at the meetings. The meeting will be held **Thursday April 19, 2018 at 10:00 a.m.** at the bathhouse located at **201 West Lincoln Avenue Emmitsburg MD 21727**. The Town reserves the right to reject any contractor proposals if they did not attend the mandatory preproposal site visit.

#### **IV. SUBMITTAL REQUIREMENTS**

Please submit bids to Town of Emmitsburg, Attn: Town Clerk, 300A South Seton Avenue Emmitsburg MD 21727. Please note on bids, "**Bathhouse Bid, Do Not Open.**" At the minimum, all bids must include the following. Failure to include the requested information may result in bid disqualification.

**A.) Mandatory Site Visit:** Please contact Maddy Shaw, Town Clerk, at (301) 600-6300 or at [mshaw@emmitsburgmd.gov](mailto:mshaw@emmitsburgmd.gov) to confirm your attendance at the **mandatory** site visit meeting. The meeting will be held **Thursday April 19, 2018 at 10:00 a.m.** at the bathhouse located at **201 West Lincoln Avenue Emmitsburg MD 21727**.

**B.) Letter of Transmittal:** The letter of transmittal must contain the following information:

1. Company name, address, and telephone number.
2. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed.
3. Federal and state taxpayer identification numbers of your organization.
4. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services and materials as specified.
5. Statement which indicates "proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg".

**C.) Table of Contents**

List the documents included with your bid in the order they are organized in.

**D.) Detailed Cost Estimates**

The cost estimate should include the total project cost, cost of electrical work, cost of plumbing, cost of construction supplies, cost of labor, etc. It should be clear what factors make up the total project cost. Any recommendations for work should be included but should be marked as recommended or optional.

**E.) References**

Provide client references for similar work completed within the past five (5) years. Please provide the organization, name, address and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications of your organization.

**F.) Proof of Insurance**

The successful proposer must have and maintain current worker's compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the minimum amount of \$1,000,000 per occurrence with the Town of Emmitsburg as an additional name insured. Please submit proof of insurance. Policy number, insurance company, and expiration date must be provided at a minimum for bids.

**V. EVALUATION CRITERIA AND PROCESS**

- A.)** The Town Manager will designate a selection committee composed of town staff to conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:
- Cost and/or fee structure.
  - Experience.
  - Understanding of services to be provided.
  - Satisfaction of clients/references.

**VI. PROPOSED TIMELINE**

Tuesday April 10, 2018

**Thursday May 3, 2018**

Wednesday May 16, 2018

Late fall 2018

RFP available on the Town of Emmitsburg's website

**DEADLINE: Bids due by 4:00 p.m.**

Grant submittal deadline.

Notice of grant funding received. Work can begin.

**VII. MISCELLANEOUS INFORMATION**

- A.)** The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.
- B.)** The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
- C.)** The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.

D.) Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.

E.) The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.

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## EXHIBIT A

Below one will find photos of the current existing structure as of April 2018.

### Men's Restroom:





**Women's Restroom:**



**Front Desk Area:**

